

**MERRIMACK PARKS & RECREATION
NATICOOK DAY CAMP
CAMP DIRECTOR JOB DESCRIPTION**

JOB SUMMARY: The **Camp Director** oversees and manages all aspects of an eight week Summer Day Camp Program for up to 120 children per week in Grades K – 8. Naticook Day Camp operates in Wasserman Park in Merrimack. Wasserman Park is a 44 acre park on Naticook Lake. The Camp Director will manage the day to day operations of the Camp including programming, staff & family relations throughout the summer.

Position is 40 hours per week beginning in late June with some pre-season planning and training hours required. The Camp program runs thru Mid-August. Pre-season hours are flexible in nature.

SUPERVISION RECEIVED:

The Camp Director works under the direction of the Director of Parks & Recreation.

SUPERVISION EXERCISED:

Manage a seasonal staff of approximately 40 .

GENERAL RESPONSIBILITIES:

- Assist the Director of Parks & Recreation in the recruitment and selection of Camp Staff.
- Plan, direct, supervise and lead the daily operations of the Naticook Day Camp program and create a high energy, fun and creative experience for campers.
- Works with Camp Leadership Team to plan, develop and implement a wide variety of Camp activities and special events.
- Provide support to the Leadership Team and Camp Counselors. Provide guidance and opportunities to learn and grow.
- Define and monitor emergency management plan. Train all staff members in Camp Emergency procedures.
- Prepare and facilitate Pre-Camp staff training and hold weekly staff meetings with on-going learning opportunities.
- Monitor safety of all campers and staff and work with Parks and Recreation Director to manage disciplinary issues as needed.
- Establishes positive rapport and on-going communication among staff, campers and their parents.
- Ensure that the Camp is running smoothly on a daily basis.
- Manages inventory and requisitions supplies in a timely manner.
- Prepare an evaluation and summary of current season including inventories, staff evaluations, campers' reports, and recommendations for improvements the following season.
- Report concerns to the Director of Parks & Recreation.

KNOWLEDGE, SKILLS & ABILITIES:

- Skills in communication, leadership and public relations
- Knowledge of the development stages of children in Grades K – 8
- Ability to train and motivate staff
- Ability to think critically and make sound evaluations
- Ability to connect with campers and staff members
- Flexible and willing to try new ways of doing things
- Ability to communicate and train staff and campers in safety regulations and emergency procedures.
- Ability to observe camper behavior assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques
- Ability to handle stress

MINIMUM QUALIFICATIONS REQUIRED:

- At least 2 years of leadership experience in a Day Camp or Sleep Away Camp setting. Past experience as a Camp Director or Administrator is highly preferred.
- Bachelor's Degree in Recreation, Early Childhood Education, Physical Education or related field is preferred. Combination of education and experience that indicates an ability to meet the requirements of the job are also acceptable.
- Director certification by the American Camping Association preferred.
- Current CPR and Standard First Aid certifications or willingness to obtain.

- Experience dealing with parents in a professional and tactful manner.
- Be resourceful and flexible in many situations and be able to think critically to identify and respond to hazards.
- Experience supervising Lifeguards is a plus.

The Camp Director works in an indoor/outdoor environment and is often required to do several tasks expeditiously and concurrently. This position will require a great deal of interaction children and with the public.

Cognitive and Sensory Requirements:

Talking: Necessary for communicating with others
 Hearing: Necessary for taking instructions and receiving information.
 Sight: Necessary for doing job effectively and correctly.

During an 8 hour day, employee is required to:

Consecutive Hours

Sit 1 2 3 4 5 6 7 8
 Stand 1 2 3 4 5 6 7 8
 Walk 1 2 3 4 5 6 7 8

Total Hours

Sit 1 2 3 4 5 6 7 8
 Stand 1 2 3 4 5 6 7 8
 Walk 1 2 3 4 5 6 7 8

Environment: Inside 50% Outside 50%

Equipment Used: Computer, telephone, copy and fax machine, maintenance equipment, truck, and gaiter.

Hand Manipulation

Grasping: Frequently required
 Handling: Frequently required
 Torquing: Frequently required
 Fingering: Frequently required

Controls and Equipment: Computer, calculator, copy machine, fax machine, telephone.

Licensure / Certification Requirements:

Other Training, Skills and Experience Requirements

None

Specific Vocational Preparation Requirements:

- () 1. Short demonstration only.
- () 2. Any beyond short demonstration up to and including 30 days
- () 3. 30 – 90 days
- () 4. 91 – 180 days

- () 5. 181 days to 1 year
- () 6. 1 to 2 years
- (x) 7. 2 to 4 years
- () 8. 4 to 10 years
- () 9. Over 10 years

Physical Activity Requirements

Primary Physical Requirements

Lift up to 10 lbs. : Frequently required
 Lift 11 to 25 lbs. : Frequently required
 Lift 26 to 50 lbs. : sometimes required
 Lift over 50 lbs. : sometimes required
 Carry up to 10 lbs. : Frequently required
 Carry 11 to 25 lbs. : Occasionally required
 Carry 26 to 50 lbs. : Occasionally required
 Carry over 50 lbs. Not required

Reach above shoulder height: Occasionally required
 Reach at shoulder height: Frequently required
 Reach below shoulder height Frequently required

Push / Pull: Occasionally required.

Other Physical Considerations

Twisting: Frequently required
 Bending: Frequently required
 Crawling: Occasionally required
 Squatting Occasionally required
 Kneeling: Occasionally required
 Crouching: Occasionally required
 Climbing: Occasionally required
 Balancing: Occasionally required

Work Surface (s)

Standard office desk and chair, wood, carpeted, and tile floors, paved and unpaved roads, loose sand and dirt surfaces, rough terrain, beach environment, winter condition surfaces.